

Personnel Issues & You

UPPS Newsletter 2007-5

July 2007

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Message From the Director:

I hope everyone enjoyed the 4th of July holiday.

Retirement:

With both joy and sadness we announce the retirement of Carol Kelien, effective July 31, 2007. Carol has been employed in the Payroll Branch, Division of Employee Management, Department for Personnel Administration since January 1, 1990. She has been an invaluable asset and friend to all of us and will be greatly missed.

"We wish you all the best, Carol!"

SSN via email:

As a reminder, social security numbers should not be transmitted via email unless the sender is capable of encrypting the message for transit. For more information on this email feature or for questions regarding this issue, please feel free to contact my office.

Agency Listing:

Please take a moment to review your agency's listing on the [Agency Personnel & Payroll Staff Listing](#) and notify Stephanie Carpenter at StephanieL.Carpenter@ky.gov, of any changes.

It is our goal to keep this listing up-to-date for your use and convenience.

As always if you ever have any questions, concerns and/or suggestions, please feel free to contact me at anytime. Enjoy the rest of your summer, and stay safe.

Thank you,



Commissioner
Carla Hawkins
Department for Personnel
Administration

Secretary
Brian J. Crall
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management

Processing & Records

***CICS Training:**

We will be conducting CICS/Introduction to Processing Personnel Actions on **Friday, August 17, 2007** in the Personnel Cabinet's training room at 801 Teton Trail from 8:30 a.m. until 12:00 p.m. This training is required for any new personnel staff (hired in the last 6 months) who are responsible for processing P1 actions and available to anyone wanting a 'refresher' on the personnel action process. Please contact Stephanie Carpenter at StephanieL.Carpenter@ky.gov to register for this training no later than Friday, August 3, 2007.

Payroll

Job Announcement:

In light of Carol's upcoming retirement, we will be posting the Payroll Branch Manager (Personnel Program Manager) position soon. If interested, please contact Stephanie Carpenter at 502/564-6464 or via email at StephanieL.Carpenter@ky.gov.

Rate Changes:

Local Taxes:

- (new) Warren County Non-Resident, 31-19, 1.0%, effective July 1, 2007.
- (new) City of West Liberty, 31-20, .50%, effective July 1, 2007.

Please refer to the listing on our website for complete details:

[Kentucky Local Withholding Tax Codes](#)

KERS & CERS: Employer Contribution Rates for FY 2007-2008

	Adopted by KRS Board of Trustees		Rate Provided by HB380 Executive Branch Budget	
System	2007-2008	2006-2007	System	2007-2008
KERS Non-Hazardous	8.50%*	7.75	KERS Non-Haz	Unknown
KERS Hazardous	24.25%*	22.00	KERS Hazardous	Unknown
SPRS	28.00%*	25.50	SPRS	Unknown
CERS Non-Hazardous	16.17%	13.19		
CERS Hazardous	33.87%	28.21		

**Subject to budget approval by the Kentucky General Assembly*

Minimum Wage:

Effective June 26, 2007, the new minimum wage is \$5.85. If you have an employee not in our personnel system that is making less than the new minimum, please ensure that their wages are adjusted accordingly.

Upcoming Payroll Schedules

July 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 JUN 16-30 Manual pay & health ins. update	3 JUN 16-30 Manual pay & health ins. update	4 JUN 16-30 STATE HOLIDAY INDEPENDENCE DAY	5 JUN 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 JUN 16-30 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	7
8	9 JUN 16-30 Update/ health ins.	10 JUN 16-30 Update/ health ins.	11 JUN 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	12 JUN 16-30 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	13 JUN 16-30 No Update PAYDAY	14
15	16 JUL 1-15 Manual pay & health ins. update	17 JUL 1-15 Manual pay & health ins. update	18 JUL 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19 JUL 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	20 JUL 1-15 No Update	21
22	23 JUL 1-15 No Update	24 JUL 1-15 Update/ health ins.	25 JUL 1-15 Update/ health ins.	26 JUL 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	27 JUL 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	28
29	30 JUL 1-15 No Update PAYDAY	31 JUL 1-15 No Update				

August 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 JUL 16-31 Manual pay & health ins. update	2 JUL 16-31 Manual pay & health ins. update	3 JUL 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4
5	6 JUL 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	7 JUL 16-31 No Update	8 JUL 16-31 No Update	9 JUL 16-31 Update/ health ins.	10 JUL 16-31 Update/ health ins.	11
12	13 JUL 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	14 JUL 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 JUL 16-31 No Update PAYDAY	16 AUG 1-15 Manual pay & health ins. update	17 AUG 1-15 Manual pay & health ins. update	18
19	20 AUG 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 AUG 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 AUG 1-15 No Update	23 AUG 1-15 No Update	24 AUG 1-15 Update/ health ins.	25
26	27 AUG 1-15 Update/ health ins.	28 AUG 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 AUG 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 AUG 1-15 No Update PAYDAY	31 AUG 1-15 No Update	

PERSONNEL CABINET TELEPHONE LISTING, JULY 2007

OFFICE OF THE SECRETARY, SUITE 516, (4-7430)
Secretary Brian J. Crall
Deputy Sec. Wayne Harman,

Sonja Cox, x 4011
Amanda Reid, x 4010

OFFICE OF ADMINISTRATIVE SERVICES
EXEC DIRECTOR'S OFFICE (4-7430)
Burr Lawson,
Suzette Gash, 4-7409, x 4024
DeQuala Marshall, x 4026

ADMINISTRATIVE SERV. (4-7409)
Walt Gaffield, x 4021
Amanda Hawkins, x 4006
Rachel Jackson, x 4025
Sherry Kefauver, x 4022
Elinda Manley, x 4023

OFFICE OF LEGAL SERVICES
EXEC DIRECTOR'S OFFICE (4-7430)
Tom Stephens,
Dinah Bevington, x 4005
Sue Britton, x 4020

RM 501 (4-0358)
Joe Cowles, x 4081
Ryan Quarles, x 4186

OFFICE FOR EMPLOYEE RELATIONS
EXEC DIRECTOR'S OFFICE, SUITE 511 (4-7911)
Robert Schmidt,
Mary Hook, x 4093
Clyda Henderson, x 4086

Scott Gasser, x 4100
Lee Cowherd x 4090

DIVISION OF EMPLOYEE BENEFITS
DIRECTOR'S OFFICE
SUITE 511 (4-3433)
Bill Patrick, x 4104

LIFE INSURANCE
ROOM 503 (4-4774) 800-267-8352
Sharon Spencer, x 4111
Gaye Adcock, x 4105
Michele Ellis, x 4106
Melinda Giles, x 4184
Joe Hughes, x 4107
Jeri Payton, x 4109
Kim Quinn, x 4110
Scan Room, x 4108

WORKERS COMPENSATION
SUITE 511 (4-6847) 888-860-0302
Jeffrey Hockensmith, x 4099
Matthew Hutcherson, x 4095
Valerie McGraph, x 4098
Jennifer Mink, x 4097
Paula Spicer, x 4103
Melissa Tillman, x 4096

RETURN TO WORK
(4-0348)
Donna Shelton, x 4101
Vickie Smitha, x 4102

DIVISION OF EMPLOYEE SERVICES & RECOGNITION
DIRECTOR'S OFFICE, SUITE 511 (4-3433), 866-725-5463
Darlene Stewart, x 4094

EMP ASSISTANCE
BUSH BLDG (4-5788)
800-445-5327
Mary Jane Cowherd, x 222
Zack Culver, x 225
Trina Koontz, x 223
Kim Ramsey, x 224
Rebecca Waddle, x 221

WORKPLACE RELATIONS
Linda House Patrick, x 4092
Tina Goodmann, x 4188

EMPLOYEE RECOGNITION
Debbie Bohannon, x 4000
Mandi Flynn, x 4089

OFFICE OF GOVERNMENTAL SERVICES CENTER
@ Kentucky State University, 400 East Main Street
Academic Services Bldg - 4 W, Frankfort, KY 40601
Main Number: 502/564-8170 or 564-7455

EXEC DIR'S OFFICE
Penny Armstrong,
Esteva Caise Draggs, x 224
Kambe Lattimore, x 257
Brittany McNear, x 242

PERFORMANCE MGMT
(564-3090)
Johnny Keene, x 225
Regina Edington, x 259
Regina Gravitt, x 260

TRAINING & EMPLOYEE DEVELOPMENT
Jeanne Olivas, x 243
Kimberly Bynes, x 245
Wendy Campbell, x 235
Katy Cave, x 253
Stan Riley, x 237
Jon Samokar, x 254
Donna Simpson, x 223
Jamille Smith, x 238

ORGANIZATIONAL DEVELOPMENT & SPECIAL PROJECTS
Tim Anderson, x 247
David Finley, x 256
Wes Swarner, x 227

OFFICE OF INSPECTOR GENERAL
EXEC DIRECTOR'S OFFICE (4-7430)
Sam Hawkins,
Keyana Best, x 4009

Scott McKenzie, 4-0198, x 4037

OFFICE OF HUMAN RESOURCE PLANNING & DIVERSITY INITIATIVES
801 TETON TR (573-0321)
EXEC DIRECTOR'S OFFICE
Mary Stoddard,
Neeka Parks Thompson, x 240

Colene Elridge, x 241
Amy Ernest, x 236
Katie Halloran, x 230

DIVISION OF EQUAL EMPLOYMENT OPPORTUNITY
Arthur Lucas, x 229

DIVISION OF DIVERSITY RELATIONS
Angela Elder, x 235

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY
105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667
persdeferredcomp@ky.gov

EXEC DIR'S OFFICE
Robert C. Brown
Pat Goodlett
Chris Helvey
Neal Lanham
Claudia Morton
Connie Smith

INVESTMENT & RECORDS
Sandi Whitaker
Leanne Barger
Diane Collins
Jody Dunn
Amanda Hansel
Barbara Hedrick
Amy Mosby
Susan Pardi

PAYOUT COUNSELING
Eric Simpson
Julie Gordon
Julia Holbrook
Kelley Peach
April Smyth
Kristey Warfield

PARTICIPANT SERVICES
Jean Henning
Floyd Boler
Nida Clary
Kathy Stroop
Donna Towles

DEPARTMENT FOR PERSONNEL ADMINISTRATION
COMMISSIONER'S OFFICE, ROOM 530 (4-2428 or 4-7571)
Carla Hawkins,
Barbara Barnes,

Michele Casebier, x 4113

DIVISION OF EMPLOYEE MANAGEMENT
DIRECTOR'S OFFICE, ROOM 533 (4-6464 or 4-6484)
Mary Elizabeth Harrod, x 4115
Larry Gillis, 4-6464 x 4180
Stephanie Carpenter, x 4116

Myrissa Patton, x 4226
Martha Sherrow, x 4225
Stephanie Wiant, x 4227

PROCESSING & RECORDS
ROOM 531 (4-6873)
Carolyn Bruce, x 4126
Pam Brookman, x 4127
Lisa Case, x 4133
Sandra Darneal, x 4129
Dena McGuire, x 4131
Mike Rice, x 4130
Paula Round, x 4128

CLASS & COMP
801 TETON TR (573-0318)
Jim Lambert, x 222
Peggy Brady, x 223
Carla Gray, x 225
Phyllis Harris, x 227
Vickie Hatchel, x 224
Jacquee McNear, x 242
Dawn Moreland, x 233
Debbie Parido, x 232
Terry Sullivan, x 237
Mark Thompson, x 226

PAYROLL, ROOM 535
(4-6883)
Carol Kelien, x 4120
Karen Blackburn, x 4122
Gail Cooper, x 4125
Shannan Goodrich, x 4118
Greg McGaughey, x 4185
Dana Pitcock, x 4124
Yvonne Richmond, x 4121

PERSONNEL CABINET TELEPHONE LISTING, JULY 2007

DIVISION OF STAFFING SERVICES DIRECTOR'S OFFICE, SUITE 517 (4-6920)

Barbara Barnes, 4-6873,
Vacant, x 4135

Rebecca Billings, x 4134
Phillip Franz, x 4159

APPLICANT PROCESSING (4-8030)

Denise Jones, x 4139
Jena Brawner, x 4182
Dorothy Burton, x 4013
Denice Driver, x 4138
Ann-Tyler Drury, x 4144
Scott Perl, x 4137
Lisa Shelton, x 4143
Becky Singleton, x 4137
Robin Smith, x 4140
Flo Warner, x 4157
Theresa Wood, x 4141

EMPLOYMENT COUNSELING (4-8030)

Karen Neeley, x 4176
Shona Alderson, x 4145
Claude Anderson, x 4178
Todd Baggarly, x 4148
Scotty Barker, x 4146
Linda Brown, x 4150
Carolyn Gray, x 4147
Mary Greenwell, x 4162
Marilyn Marshall, x 4151
James Mason, x 4152
Jessi Newton, x ?
Rose Nipp, x 4155
David Onkst, x 4136
Amber Penny, x
Maureen Travers, x 4149

STAFFING ANALYSIS (4-6702)
Katharine Barber, x 4170
Stuart Clark, x 4221
Roger Riddell, x 4241
Peggy Smith, x 4176

REGISTER, (4-6922)

Rick Davis, x 4148
Roberta Brownlee, x 4160
Cheri Chambers, x 4165
Sharen Fogle, x 4163
Kay Goodwin, x 4164
Sharon Smither, x 4166
Kay Wallace, x 4167
Lucy Wheeler, x 4168

DIVISION OF HUMAN RESOURCE PROJECTS 150 FAIR OAKS LANE (4-4690)

DIRECTOR'S OFFICE

Brenda Brown, x 4172
Kathy Ramlee, x 4015

SPECIAL PROJECTS (ROOM 517, 4-6702)

Kimberly Roush, x 4169
Tonya Brown-Bates, x 4171
Randy Denney, x 4174
Kimberly Hatter, x 4177
Lisa Jeffrey, x 4123
Robbie Perkins, x 4173
Neil Popplewell, x 4174
Rebecca Whitaker, x 4176

KHRIS PROJECT

Michele Kays, x 4200
Marcus Deaton, x 4203
Latonia Dooley, x 4195
Josh Jacobs, x 4213
James Koontz, 4214
Dera Lindsay, x 4218
Connie Page, 4-6883, x 4249
Emily Parr, x 4212
Beth Rangel, x 4210
Brandon Short, x 4217
Debra Weber, x 4196
David White, 4-6883, x 4248

SYSTEMS MANAGEMENT (ROOM 529, 4-0198)

Lisa Rowe, x 4032
Chris Cunningham, x 4029
George Gamble, x 4030
Travis Humphries, x 4031
Alexander Knox, x 4042
Alex Perl, x 4040
Jason Ritter, x 4034
James Ross, x 4036
Susan Stinnett, x 4033
Jeff Swinford, x 4028
Beverly Wilhoite, x 4035
Computer Room, x 4040, 4041, 4042,
4043, 4181

Richard Gee, 4-6883, x 4119
Randy Meek, x 4132
Glen Tuggle, x 4017
Ravi Alapati, x 4204
Payal Dhawan, x
Gale Downs, x 4199
Rhea Evans, x 4216
Sandya George, x 4117
Eric Harron, x
Scot Holliday, x 4220
John Jacobson, x 4220
Brent McGilberry, x
Brian Samples, 4-6883, x
Kola Siwajuola, x 4208
Jeff Stoddard, x 4219
John Tancreto, x 4201
Cheryl Teel, x 4199
Bill Whitham, x 4215

DEPARTMENT FOR EMPLOYEE INSURANCE COMMISSIONER'S OFFICE, ROOM 501 (4-0358)

Christine Wilcoxson,
Eric Poston, x 4048
Betsy Johnson, x 4073
Sharley Hughes, x 4049
Tammy McNew, x 4051

Wellness Works Kentucky
(4-0358)
Christy Brooks, x 4046

DIVISION OF INSURANCE ADMINISTRATION DIRECTOR'S OFFICE, ROOM 503 (4-0358)

Reina Diaz-Dempsey, x 4074

MEMBER SERVICES ROOM 502 (4-6534) 888-581-8834

Donna Cordier, x 4075
Christie Burkhead, x 4236
Sherry Davis, x 4235
Sharon Gilbert, x 4234
Merla Graves, x 4050
Clara Serafini, x 4233

ENROLLMENT INFORMATION ROOM 503 (4-1205)

Nancy Knight, x 4076
Lynn Jones, x 4083
Mamatha Kotha, x 4183
Philip Luckett, Sr., x 4080
Teresa Shipley, x 4084
Keith Wickers, x 4072
Jeffrey Wiley, x 4067
Christina Winans, x 4085
Scan Room, x 4079

DIVISION OF FINANCIAL & DATA SERVICES DATA ANALYSIS

(4-7101)

Cindy Stivers, x 4053
Paula Chisholm, x 4190
Bob Murphy, x 4191

FINANCIAL MANAGEMENT (4-9097)

Cindy Thomas, x 4002
Annette Berry, x 4232
Lori Elder, x 4065
Beth Gebhart, x 4056
Sabrena Hockensmith, x 4230
Lea Howard, x 4066
Michelle James, x 4231
Lisa Momenpour, x 4055
Shellie Ott, x 4062
Alexa Perry, x 4187
Brenda Roark, x 4071
Jonathan Smith, x 4054
Irma Turner, x 4068
Brenda Wilson, x 4058

DIVISION OF SPECIAL PROGRAMS FLEXIBLE BENEFITS ROOM 502 (4-6534)

Donna Cordier, x 4075
Debbie Fraley, x 4238
Mae Green, x 4061
Hannah Stanfield, x 4059

EMPLOYEE HEALTH INSURANCE WELLNESS ROOM 503 (4-0358)

Cindy Dempsey, x 4052
Jerry Jones, x 4057

PERSONNEL CABINET TELEPHONE LISTING, JULY 2007

Class & Comp (Teton Trail)	FAX 573-0324
Deferred Comp	FAX 573-4494
Employee Insurance (Room 501).....	FAX 564-5278
Employee Management (Dir's Office).....	FAX 564-1823
Employee Relations (Suite 511).....	FAX 564-4311
Employee & Organizational Development (KSU).....	FAX 564-2732 or 564- 8056
Financial Management.....	FAX 564-0715
Health Insurance (Room 503)	FAX 564-1085
KHRIS Projects.....	FAX 564-1507
KEAP (Bush Building)	FAX 564-5189
Life Insurance (Room 503).....	FAX 564-4034
Member Services Branch (Suite 502).....	FAX 564-0364
Personnel Administration (Rm 530).....	FAX 564-9249
Processing & Payroll (Rm 535)	FAX 564-5826
Performance Mgmt (KSU).....	FAX 564-2675
Secretary's Office (Rm 516).....	FAX 564-7603
Staffing Services (Director's Office)	FAX 564-3588
Staffing Services (Register)	FAX 564-5414
Staffing Services (Emp. Counseling)	FAX 564-0512
Systems Management (Room 529)	FAX 564-2274
Workers Comp (Suite 511)	FAX 564-9119
William Hartley, Security Officer.....	564-2101, x 4262
Frankfort Police Department	502-875-8582
Frankfort City Emergency (Ambulance, Fire & Police)	911 or 502-875-8500
Kentucky State Police (Frankfort Post)	502-227-2221 or 800-222-5555
IDMS	564-0198, x 4038
State Operator	564-3130
Personnel Answer Line	564-8339 or 866-725-5463
Quick Copy	564-2670
Small Conference Room 506	Handset x 4014
Large Conference Room 508	Handset x 4016
Janitorial Staff – 200 Fair Oaks.....	564-7409, x 4039